

**WOODSTOCK PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, October 6, 2016
Minutes**

CALL TO ORDER:

President Mary Ann Lenzen called the regular meeting of the Woodstock Public Library Board of Trustees to order at 7:34 p.m.

PRESENT: Dan Lemanski, Allen Fyfe, Christy Johanson, Mary Ann Lenzen, Linda Warriner and Lori Nerland

ABSENT: Gayle Hoch, Robert Laurie and Betty Hopp

OTHERS PRESENT: Nick Weber, Library Director
Roscoe Stelford, City Manager
Stephanie Palmer, Administrative Assistant

MINUTES:

Lori Nerland made a motion to approve the minutes of the September 1, 2016 meeting as presented. Linda Warriner seconded and the motion passed unanimously.

PUBLIC COMMENT:

None

LIBRARY EXPENDITURES:

Mary Ann Lenzen moved to approve the September 2016 Warrant for both operating and building expenditures in the amount of \$15,598.88. Christy Johanson seconded and the motion passed unanimously.

LIBRARIANS REPORT:

Circulation was up in September and visitor count was down. The staff reorganization began at the end of September. Weeding continues in the children's department. Storytimes continue through the month of October. The Library will be closed till noon for the All Staff Meeting on October 21st.

NEW BUSINESS:

Update on Staffing: Linda Knoll retired on September 28th. Her duties will be covered by Baily Rewoldt. Julie Fee retires at the end of October, and the job postings were completed and posted, with interviews slotted for mid-October.

ESL Room/ Staff Office Plans: In order to provide more work space for that staff there are plans to convert half the ESL room that does not get used into an office space.

UNFINISHED BUSINESS:

Building Projects:

Security Cameras: A formal bid is being put together by City Halls IT department.

Landscaping: The mulching will be completed this weekend. Pruning of the bushes will be done by Public Works with assistance from the Friends of Woodstock Public Library.

Door: There has been some trouble trying to get a contractor to come out to look at the door.

Upholstery: Linda Warriner is currently working on this project and discussion will continue.

125th Anniversary:

Art Grant- Tiles: Tiles are complete and plans are underway to put them up on the wall.

Scavenger Hunt: Is currently underway.

Spelling Bee: In development discussion to continue.

Website Upgrade: A few more changes need to be made before the website goes live.

Visioning: A special meeting for the purpose of Visioning will be held on October 19th 2016 at 7:00 p.m. in the Board Room of the Library.

Directors Mid-Year Evaluation in November: The Directors Mid-Year evaluation will be held during their next scheduled meeting on November 3rd 2016.

Progress Report of Evaluation Process: The evaluation form is still in its early stages and the Board discussed the reasoning for having staff input.

ADJOURNMENT

Christy Johanson moved that the meeting be adjourned at 8:51 p.m. Dan Lemanski seconded and the motion passed unanimously.